

Helping Hands Program (HHP) For Community Service

HHP assists persons court-ordered to perform community service find a site to complete their hours of service and monitors compliance for cases NOT supervised by the Washington State Department of Corrections.

Protocol

- HHP is for defendants who will NOT be supervised by the Department of Corrections. If a defendant is sent to HHP and HHP determines that the defendant is under DOC supervision, HHP will send a Notice of Termination to the PAO, defense counsel, the defendant and the sentencing court informing the parties that HHP will not be monitoring the defendant.
- When a Court orders a defendant to complete community service hours as a condition of the Judgment and Sentence and directs HHP to monitor compliance, the Court shall
 - (1) enter a **Community Service Order for HHP** directing the defendant to report to HHP
 - (2) provide a copy of the Community Service Order for HHP to the defendant at the time of sentencing
 - (3) attach the Community Service Order for HHP to the Judgment and Sentence
- As with other Community Corrections Programs, the KC Jail shall forward a copy of the Judgment and Sentence to Community Corrections with accompanying Community Service Order for HHP.
- If the defendant completes the community service obligation as ordered in the Judgment and Sentence, the HHP monitor will send a Notice of Closure and Completion to the PAO, OPD and the sentencing court.
- If a defendant fails to report to HHP to begin their community service obligation within **60 days** following the defendant's sentencing or release from jail (whichever is later), the HHP monitor shall send a Notice of HHP Failure to Report or Violation to the PAO. The PAO will set a hearing on the out-of-custody SRA calendar regarding the defendant's non-compliance. The PAO will send the public defender agency handling the out-of custody SRA calendar and the defendant a copy of the hearing notice. If the defendant appears at the SRA calendar, an HHP monitor will assist the defendant in completing HHP paperwork. If the defendant does not appear for the SRA calendar, the PAO will request a warrant from the SRA judge for the defendant's failure to appear at the hearing. The HHP monitor will send a Notice of Termination to the PAO, defense counsel, the defendant and the sentencing court informing the parties that HHP will not be monitoring the defendant due to the outstanding warrant.

- If a defendant reports to HHP but fails to complete the community service hours as ordered by the Court, the HHP monitor shall send a Notice of HHP Violation to the PAO no later than 1 month prior to the community service deadline. The PAO will set a hearing on the out-of-custody SRA calendar regarding the defendant's non-compliance. The PAO will send the public defender agency handling the out-of-custody SRA calendar and the defendant a copy of the hearing notice. The SRA judge will handle the violation hearing. If the SRA judge does not order the defendant to HHP to complete their community services hours, the HHP monitor will send a Notice of Termination to the PAO, defense counsel, the defendant and the sentencing court informing the parties that HHP will not be monitoring the defendant pursuant to the SRA Judge's order.

***Notices provided to the PAO regarding HHP issues must be faxed to 296-0945.**